Office of Telecommunications Management
Help Desk/Trouble Reporting (OTM 15)

Use this form to gather information before calling the OTM Help Desk. **Do not submit this form to OTM.**

1. Telephone number or circuit ID number in trouble _____

2. Person reporting the trouble _____

3. Telephone number of person reporting the trouble _____

4. Contact person at site _____

5. Contact person's telephone number _____

6. Department/agency _____

7. Location of trouble _____

8. Access hours _____

9. Type of problem and description _____

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